

REPORTS

September 8, 2016

The following reports for August 2016 have been received and are on file:

Town Clerk's Monthly Report
Supervisor's Fund Balance Monthly Report
Youth Department Monthly Report
Department of Public Works Monthly Report
Code and Planning Monthly Report
Community Center's Monthly Report
Court's Monthly Report
Dog Control's Report

9/7/16

TOWN CLERK'S MONTHLY REPORT

TOWN OF BIG FLATS, NEW YORK

AUGUST, 2016

TO THE SUPERVISOR:

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Pursuant to Section 27, Subd 1 of the Town Law, I hereby make the following statement of all fees and moneys received by me in connection with my office during the month stated above, excepting only such fees and moneys the application and payment of which are otherwise provided for by Law:

| | | | |
|------------------------------|------------|--------------------------------------|-----------------|
| A1255 | | | |
| | <u>19</u> | DECALS | <u>134.53</u> |
| | <u>3</u> | MARRIAGE LICENSES NO. 16021 TO 16023 | <u>52.50</u> |
| | <u>3</u> | MARRIAGE TRANSCRIPT | <u>30.00</u> |
| TOTAL TOWN CLERK FEES | | | 217.03 |
| <hr/> | | | |
| A2544 | | | |
| | <u>109</u> | DOG LICENSES | <u>1,038.00</u> |
| TOTAL A2544 | | | 1,038.00 |
| <hr/> | | | |
| A2655 | | | |
| | <u>146</u> | COPIES | <u>36.50</u> |
| | <u>10</u> | MISCELLANEOUS | <u>51.15</u> |
| TOTAL A2655 | | | 87.65 |
| <hr/> | | | |
| A2770 | | | |
| | <u>1</u> | RETURNED CHECKS | <u>20.00</u> |
| TOTAL A2770 | | | 20.00 |
| <hr/> | | | |

TOWN CLERK'S MONTHLY REPORT

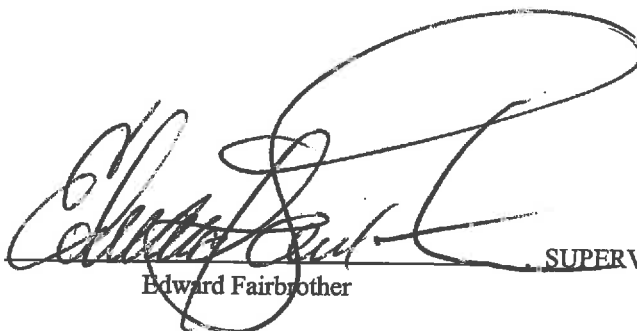
AUGUST, 2016

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DISBURSEMENTS

| | |
|---|-----------------|
| PAID TO SUPERVISOR FOR GENERAL FUND | 1,362.68 |
| PAID TO NYS DEC FOR DECALS | 2,292.47 |
| PAID TO NYS ANIMAL POPULATION CONTROL PROGRAM | 139.00 |
| PAID TO NYS HEALTH DEPT FOR MARRIAGE LICENSES | 67.50 |
| TOTAL DISBURSEMENTS | 3,861.65 |

SEPTEMBER 1, 2016



Edward Fairbrother SUPERVISOR

STATE OF NEW YORK, COUNTY OF CHEMUNG, TOWN OF BIG FLATS

I, LINDA CROSS, being duly sworn, says that I am the Clerk of the TOWN OF BIG FLATS that the foregoing is a full and true statement of all Fees and moneys received by me during the month above stated, excepting only such Fees the application and payment of which are otherwise provided for by law.



Linda Cross
Town Clerk

Month Reported: AUGUST, 2016

County: CHEMUNG

Code: 07

TOWN OF BIG FLATS

Code: 03

Prepared by: LINDA CROSS, TOWN CLERK

Date Prepared: SEPTEMBER 1, 2016

Dog License Monthly Report

| | |
|--------------------------------|-------------------|
| Original ID Dog Licenses sold | <u>16</u> |
| Original Purebred License sold | <u>0</u> |
| Dog License Renewals sold | <u>94</u> |
| Purebred License Renewals sold | <u>0</u> |
| Total sold | <u>110</u> |

LICENSE TYPES AND FEES COLLECTED

| | <u>Quantity</u> | <u>Local Fees</u> | <u>Surcharge Fees</u> | <u>Other Fees</u> |
|---|-----------------|--------------------------|------------------------|-------------------|
| Spayed and Neutered Dogs | <u>94</u> | \$7.00 ea <u>658.00</u> | \$1.00 ea <u>94.00</u> | <u>99.00</u> |
| Unspayed and Unneutered Dogs | <u>15</u> | \$17.00 ea <u>255.00</u> | \$3.00 ea <u>45.00</u> | <u>10.00</u> |
| Exempt - Seeing Eye, War, Police | <u>1</u> | <u>No Fee</u> | <u>0.00</u> | <u>No Fee</u> |
| Purebred License (1-10 dogs) Spayed & Neutered | <u>0</u> | \$25.00 ea <u>0.00</u> | <u>0.00</u> | |
| Purebred License (1-10 dogs) Unspayed & Unneutered | | | <u>0.00</u> | |
| Purebred License (11-25 dogs) Spayed & Neutered | <u>0</u> | \$50.00 ea <u>0.00</u> | <u>0.00</u> | |
| Purebred License (11-25 dogs) Unspayed & Unneutered | | | <u>0.00</u> | |
| Purebred License (26+ dogs) Spayed & Neutered | <u>0</u> | \$100.00 <u>0.00</u> | <u>0.00</u> | |
| Purebred License (26+ dogs) Unspayed & Unneutered | | | <u>0.00</u> | |
| Total licenses sold | <u>110</u> | <u>913.00</u> | <u>139.00</u> | <u>109.00</u> |

REPLACEMENT AND PUREBRED TAG ORDERS

| | | |
|------------------|----------|--------------|
| Replacement Tags | <u>4</u> | <u>16.00</u> |
| Purebred Tags | <u>0</u> | <u>0.00</u> |
| Total tags sold | <u>4</u> | <u>16.00</u> |

DISBURSEMENTS

Paid to Supervisor \$1038.00

Paid to NYS Animal Population Control Program \$139.00

August 2016

Youth Department Monthly Report

~ This is not an all-inclusive report of the accomplishments of the Youth Department; it is a summary of our current programs and special activities. There are many day to day tasks not included.

Summer T.A.F.F.Y. ~ Youth 5 yrs – 15 yrs

- August 1st- 5th was the last week of the program ending with 60 years of Summer TAFFY concluding with the summer enjoying the last 2 days with the All Parks Gathering and the Pizza/Ice Cream last day.

Winter T.A.F.F.Y.

- Interviewing for the Bingo/Winter Taffy
- Putting together schedule

After School Program

- Preparing for the After School Programs, beginning in Sept with gardening

Teen Night Out

- August 2nd ~ Teen Night Out Cookout.
- August 3rd ~ Teens Volunteered at Senior Citizens Monthly Dinner and prepared and served ice cream sundaes for all.
- August 9th ~ Teen Night Out Seabreeze Trip.
- August 11th ~ Teen Night Out Binghamton Mets Game

Youth Organization (YO) ~ Grades 5th – 8th

- 6 YO/ 7 Teen members volunteered at the Senior Citizens Monthly Dinner.

Youth Employment Service (Y.E.S.) 14yrs – 21 yrs

- Accepting applications for Winter TAFFY employment
- Interviewing for Winter TAFFY

Meetings

- Planned “YO” (Youth Organization) and Teen Commission meetings for the months of September and October.
- Meeting with my staff to plan for Winter Taffy/Bingo



TOWN OF BIG FLATS
Department of Public Works

476 Maple Street
Big Flats, NY 14814

Phone (607) 562-8443 ext. 224

Fax (607) 562-2176

dpw@bigflatsny.gov

www.bigflatsny.gov

August 2016

Town of Big Flats DPW - Monthly Report

1. Highway

- a) Monastery Road Trees were removed from the ditch line, ditches were cleaned, and sand mix was placed on the road
- b) Far Rockaway, Bennet Road, Riverwood, Miracle Lane, and Brown road were FDR processed and prepped for wearing surface application.
- c) Brown Road - placed millings on shoulders
- d) Chip sealed Bennet Road, Far Rockaway, and Miracle Lane
- e) Patched cross-over pipes on Hibbard Road
- f) Removed brush and trees from Owen Hollow creek project
- g) Continued mowing roadsides as time allowed

2. Fleet

- a) Unit 100 was serviced and inspected
- b) Unit 314 adjusted the tailgate linkage
- c) Unit 320 had a noise when run at high idle, found a heat shield vibrating, repaired heat shield
- d) Unit 343 changed the main broom and gutter broom
- e) Unit 401 was serviced
- f) Unit 800 Transmission oil pan was replaced
- g) Unit 801 serviced and inspected
- h) Assisted Highway with projects as needed
- i) Continued development of 2017 budget

3. Drainage

- a) Continued agreement with Soil and Water for mowing of swales and drainage areas
- b) Finalized agreement for BOCES to clear streams (work begins in July)

4. Parks

- a) Power washed Community Center, Town Hall, and DPW buildings
- b) Horton Landscaping completed four park entrance beds
- c) Power washed concession/bathroom building at New Land
- d) Worked with Max Reed on Eagle Scout project – drainage around Liz Farr



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- e) Replaced broken light in front of Community Center
- f) Sprayed Community Park Senior/Minor fields and fence lines
- g) Removed wood edging around Town Hall (except where mulch/stone meet)
- h) Sprayed Community Park Ext. fields and all fence lines
- i) Removed trees – log cabin road, Minier boat launch, Monastery Road
- j) Worked on Tammy's punch list for Community picnic
- k) Sprayed Japanese knot weed at white birch on Steege Road
- l) Trimmed back Sperr walking trail
- m) Moved Assessor's files and cabinets to Horseheads Town Hall
- n) Trimmed bridges/guide rails throughout town
- o) Sprayed complex/post office parking lots & side walks
- p) Cut down broken branches at Community Park after weekend storm
- q) Changed out two GFI outlets at Community Park
- r) Screened millings for Highway for Brown Road shoulders 8/19
- s) Installed new kiosks at Sperr and Liz Farr pavilions
- t) Assisted with sound system installation at the Community Center
- u) Caulked windows in Clerk's Office to prevent drafts
- v) Worked with Dan on Far Rockaway turnaround 8/25
- w) Outside water hydrant repaired at Community Center
- x) Continued development of 2017 budget
- y) Ordered two portable toilets for Community while bathrooms under construction
- z) Installed "NOT AN ENTRANCE" signs on Community Center patio doors
- aa) Removed tree from concession roof and shrubs at Community Park – topsoil/seeded
- bb) Removed large forsythia bush & repaired chain link fence at Reynolds Park
- a) Attended Parks Committee meetings; continued parks masterplan work

5. Building Maintenance

- a) Continued janitorial duties and work orders
- b) Continued planning for HVAC upgrades
- c) Completed work to install interior LED light fixtures

6. Water

- a) Read and billed quarterly's (891) and monthly's (96)
- b) Laid out 46 UFPO's (Dig Safely NY)
- c) Sent monthly OPS report to the County Health Department
- d) Delivered 12 coliform & 2 DPB samples for testing to the County Health Department



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- e) Installed new 8" meter and RPZ at the old Schweitzer's complex with the Chemung County plumbers
- f) Held construction meeting for the new booster pump station
- g) Performed aquifer pump test with Moody's to increase our withdrawal totals
- h) Assisted in setting up reserve accounts for water
- i) Assisted Corning Inc. with aquifer pump test
- j) Mowed Water District 5 and 4 storage tanks and all three well properties
- k) Developed cost for water line on Daniel Zenker from Hibbard Rd to Palmer Rd
- l) Continued development of 2017 Budget
- m) Attended weekly staff meetings

7. Shared Services

- a) Received trucks for chip seal from Chemung County, Towns of Veteran, Erin, Catlin, Horseheads, Elmira
- b) Assisted Town of Catlin with shouldering

8. Other

- a) Norfolk Southern - Railroad Bridge Painting.
 - i) Work deferred due to delays caused by N-S permit and insurance requirements
- b) Special Project: Owen Creek Update: Instructor Matt Bryant and 3 BOCES students completed work on Owen Hollow Creek. They have removed trees and brush from the Chestnut Street culvert heading south to the gas pipeline crossing. With the use of the BOCES equipment, Chemung County Soil and Water equipment, and DPW trucks, they removed gravel deposits from the creek. The gravel was hauled to the highway facility or stocked-piled. The creek gravel will be recycled and processed for future road work. They worked with Dominion Gas and found the exact location of the gas transmission lines. After they found the lines they dug the channel across the lines and installed rock to protect the lines. This project was good for the students and also the Town.

Town of Big Flats
Code and Planning Dept.
476 Maple St., PO Box 449
Big Flats, NY 14814
<http://www.bigflatsny.gov>



Thomas L. Whispel
NYS Certified Code
Enforcement Officer
twhispel@bigflatsny.gov

P (607) 562-8443

F (607) 562-7063

MEMORANDUM

TO: Town of Big Flats Town Board
FROM: Tom Whispel/ Code and Planning Office
DATE: September, 2016
SUBJECT: August, 2016 Monthly Report (Brief Summary)

This report is intended to keep the board aware of current and proposed projects, small development, etc. The code and planning department remain busy with existing projects, fire inspections, building inspections, planning and zoning, property maintenance litigations, stormwater, etc.

NYS Codes:

Stormwater

No reviews for this month

Planning/ZBA board related projects:

-Regularly performed site plan reviews and staff reports for the Planning and Zoning boards.

- Higher Hope site outside of building almost complete, interior is progressing and site has to be finalized.
- Courtyard working out the final changes to the site plan in regards to stormwater.
- Lalor Dental Office existing building has been demolished and new building with full basement has begun construction.
- Unclaimed Freight no work has begun.
- Popeye's Chicken work continues and hope to be open by end of September.
- Elmira Fitness Center is back on the table. No building drawings have been submitted as of yet.
- Airport Corporate Park Lot 11R hopes to submit plans to Planning board for parking lot expansion by September 16th.
- Premier Landscaping has submitted plans for the old Harris Hill Inn on Rt 352 to convert to landscaping business/ ice cream and coffee shop.
- Murch Insurance has submitted plans for an insurance agency on Canal street at the old Woloson Lawyer site.
- Synthes is proposing to add a self-contained outside chemical storage building.
- Emhart Glass has applied for a sign variance.

Building Permits and Fire Inspections

Annual NYS required fire inspections are currently being conducted for 2016.

- Typical commercial/residential building permits

Property Maintenance

The code office continues to address property maintenance (Some of which are invalid, neighbor disputes, etc.), According to their severity as time permits. **** Because of possible legal action, building code and property maintenance violations cannot be discussed in detail. ****

Job Applications are being accepted for the part time position of building inspector. The deadline for submissions is October 1st.

The office remains busy with *BUILDING CODES, PLANNING AND ZONING PROJECTS, FLOODPLAIN DEVELOPMENT AND MANAGEMENT, STORMWATER, FIRE, PROPERTY MAINTENANCE, OFFICE WORK, ETC*

Please contact our office with any questions or concerns.

Respectfully,

Thomas L Whispel
Code Enforcement Officer/Stormwater Officer

Big Flats Community Center
Monthly Report
August 2016
(Prepared August 31, 2016)

Attendance in the month of August was approximately 1744. This number includes Youth and Senior activities and special events, 5 private parties & meetings along with close to seventy-five regularly scheduled groups with activities.

Events and Activities:

- Thank you to all the residents that continue to donate blood to the American Red Cross on a regular basis. Don't forget to sign up for the next drive, walk-ins always welcomed. The Blood Drives are scheduled every 56 days. The next scheduled blood drive will be October 4, 2016 1:00-6:00pm.
- The youth department has been busy planning activities for the Summer TAFFY, Teen Night Out, and Senior events. Summer TAFFY concluded August 5, 2016.
- Italian Cooking classes continue to be a 'big hit'. The class is full to capacity every month. The food and company are fantastic. The next class will be held Thursday September 1, 2016.
- Attached is the August 2016 and September 2016 monthly flyer listing the dates and times for all exercise and art classes held at the center. These activities are open to the public and all are welcome. Card players are invited Monday, Tuesday, Wednesday, and Fridays for games of Bridge, Euchre and Pinochle.
- The music group "Community Jam Session" is open to all musicians of any talent and skill level. A great way for likeminded individuals to gather and share music and have fun! The group will meet the 2nd & 4th Monday each month.
- AARP offered a Driver Safety Classes August 24 & 25, 2016, 5:30pm – 8:30pm. The Driver Safety course is available to AARP members and non-members of all ages. Most insurance companies will give a discount for receiving a completed certificate. The cost is \$20 for an AARP member & \$25 / non-member as well as a \$5 per person fee for BFCC. The next classes will be held September 8, 9am-3:30pm and September 23, 9am-3:30pm.
- The Senior monthly dinner is held the first Wednesday of each month except January and February. This is a 'Pot Luck Dinner' with all bringing a dish to share. The youth will volunteer by serving dinner/dessert and cleaning up. In August the Teens provided an ice cream social and games of Bingo. The next dinner is scheduled Wednesday, September 7, 2016 at 6:00 pm, featuring 1950's and 1960's music by Greg Jenkins. All are welcome to join.
- The Chemung County Office of the Aging 'Eat Well Live Well' nutrition program continues to serve lunch on Monday, Wednesday and Thursday. The number in attendance has been consistent, we look forward to continuing to provide senior citizens with a quality hot meal three times per week. Thank you to the volunteers that keep the program going.
- The Portrait Workshop class on Wednesdays will resume meeting at the center September 7th. The Tuesday Painting class will also be on hiatus until classes resume September 6th at the Center. All are welcome to join. Models are needed to sit for the Portrait Workshop painters on Wednesdays 1:00-4:00pm. Models will earn \$10/hour. Contact Chris Thorborg for details.

Completed/In Process Projects:

The office staff is in the process to update and complete reservations for the year 2016. There are over seventy-five regularly scheduled groups and organizations that use the facilities along with many individual meetings and private parties. All groups/individuals are classified to a category that will determine the fee schedule that will apply. All groups and individuals complete the facilities request form, sign the use agreement, pay a security deposit and any rental fees due and provide liability insurance all based on their classification.

- The August 2016 and September 2016 monthly flyers are posted on the website for residents to view and/or print.
- The website calendar for the Community Center has been updated and events and activities will be added as needed.
- Town sponsored groups will be scheduled for the year 2017 starting in September 2016 . All groups that meet on a regular basis will be notified to submit their schedules for 2017.
- August 9th a representative from Ventura Carpets repaired the fraying on the carpet in rooms A&B, hallways and Great Room.
- August 30th, the Director met with liaisons Adams and Giammichele for a monthly meeting.
- November 30th has been set for a Christmas Concert & Sing Along with Pat Kane & West o'Clare. Tickets \$5/each or \$20/family, available at the BFCC office.

Additional comments:

- A check has been submitted to the town Bookkeeper for the August receipts.

Respectfully submitted by:
Patricia Hartigan-Huten
Town of Big Flats, Director of Recreation

Big Flats Town Court
Charge Volume Summary Report
All Judges

Charges from: 08/01/2016
to: 08/31/2016

Report date: 09/01/2016

| Statute | Charges Received | Charges Disposed |
|---------|------------------|------------------|
| VTL | 119 | 248 |
| LL | 1 | 5 |
| PL | 10 | 36 |
| ECL | 0 | 1 |
| TL | 0 | 5 |
| TAX | 0 | 1 |
| TOTALS | 130 | 296 |

Total money collected and remitted to State Comptroller:

| | |
|-------------|----------|
| Fines: | 15409.00 |
| Surcharges: | 14910.50 |
| Civil Fees: | 1426.75 |
| Total: | 31746.25 |

Big Flats Monthly Report - August 2016

Calls

| | | | | | |
|---------------------------------------|---|-------|---|----------------------|---|
| Art. 7 / Local Law Calls Responded To | | | 6 | Calls to be Founded | 6 |
| Number Of Dogs Impounded | | | 1 | Call to be Unfounded | 0 |
| Number Of Dogs Calls | | | 6 | Comments | |
| Night Calls Responded / Received | | | 1 | | |
| Tickets Issued: Art. 7 | 0 | Local | 0 | | |
| Notice to Comply/Counseling Given | | | 4 | | |
| Number Of Court Appearances | | | 0 | | |

License Enforcement

| | | | |
|-----------------------|-----|---|----|
| Open (when received) | 10 | Year to date open | 16 |
| Postcards | 0 | Tickets | 0 |
| Door cards | 6 | Comments | |
| Phone calls | 18 | | |
| Moved / Gone | 0 | Still working on L/E till the 15th of the | |
| Deceased | 0 | new month | |
| Closed (end of month) | N/A | | |

Miles / Times - Unit 2 (Jeep Patriot)

| | | | |
|--------------------|-----|--------------------|-------------|
| Total call miles | 106 | Total call times | 4hr 05min |
| Total patrol miles | 64 | Total patrol times | 3hrs 15mins |
| Combined miles | 170 | Combined times | 7hrs 20mins |

Tickets Issued:

[illegible]

Southern Tier Dog Control
245 Sawdey Road
Horseheads, NY 14845

Nancy Pearson / Joel Pearson
Home: 607-846-3640
Cell: 607-333-0563